



Alexandria Transit Company Board of Directors Meeting



May 6, 2020 @ 5:30pm
Meeting Held Electronically during COVID-19 State of Emergency
Livestream on ZOOM and Facebook Live

ITEM	DESCRIPTION	PAGE #	PRESENTER
#1	Call to Order, Welcome and Public Comment		Mr. Kaplan
#2	FY 2021 Transit Development Plan a) Briefing & Update by Mr. Barna b) Public Hearing		Mr. Barna All
#3	Consideration of Approval Meeting Minutes a) ATC Board of Directors Meeting - March 11, 2020 b) Special Emergency Meeting – March 19, 2020	2-8	All
#4	Board Member Announcements & Business Items a) Chairman of the Board b) T&ES Report c) Others		Mr. Kaplan Ms. Orr All
#5	General Manager's Report – Special COVID-19 Briefing	9-12	Mr. Baker
#6	Financial Report – Special COVID-19 Briefing	13-18	Mr. Davis
#7	Continuity of Governance Business a) ATC Board Officers Nominations	19	Mr. Greaves All
#8	Future Meetings Consideration of Meeting Schedules and Guidance issued by City Council	20	All

--Transit Development Plan Included as Separate Attachment--

A PowerPoint Presentation will be shared during the Board Meeting and will further be made available to the public on the DASH Website at the conclusion of the meeting

ATC Board Agenda Detail

Item #: 3
Item Title: Meeting Minutes
Contact: Kelly McGarey, Executive Assistant & Board Secretary
Board Action: Consideration of Approval



Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES MARCH 11, 2020

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, March 11th, 2020 at DASH Board Room, 2nd Floor, 3000 Business Center Drive, Alexandria, VA 22314.

Board Members Present: David Kaplan, Kerry Donley, Matt Harris, Ian Greaves, Steve Klejst, Yon Lambert, Richard Lawrence, Jim Kapsis, Jeffrey Bennett, and Lawrence Chambers.

Staff Members Attending: Josh Baker, Raymond Mui, Kelly McGarey, Martin Barna, Evan Davis, John Lanocha, Stephanie Salzone, Whitney Cole, Swinda Carcamo, Joseph Quansah

Visitors Attending: Hillary Orr, Steve Banashek, Bonnie O'Day, James Durham, James Maslanka, Jordan Lew, Corey Black

Board Meeting

Agenda Item Pre-Meeting – The Chairman of the Board called the meeting to order at 5:30pm and announced a tour of the facility. Josh Baker introduced Kelly McGarey, DASH's new Executive Assistant and Secretary to the Board, and the meeting resumed at 6:32pm.

Agenda Item #1 – Public Comment

- There were no public speakers, and the Chairman closed public comment.

Agenda Item #2 – Consideration of Meeting Minutes Approval

Approval of Minutes:

- A Motion by Matt Harris and Seconded by Yon Lambert was made to approve the minutes of the February 12th, 2020 meeting.
 - The motion carried unanimously.

Agenda Item #3 – Reports, Updates and Other Business Items

#3a – Chairman's Report and Appointment of Nominating Committee

- The Chairman announced that he had been notified by City staff that the Board would be getting two new members, to fill Yon Lambert and Richard Lawrence's seats. Hillary Orr, T&ES's Deputy Director will be their designee and replace Mr. Lambert, and Lisa Henty, Assistant Director of the Office of Management and Budget will be filling Mr. Lawrence's seat. Mr. Lambert said that the timeline of transition would be in the coming months and the Chairman thanked them for their service to the board.
- He also highlighted the upcoming departure of Kerry Donley in May and the ongoing work that was being done to recruit new Board Members, including working closely with the DASH marketing team.
- He also mentioned that it was no longer City policy to have bottled water at events, and Josh Baker assured him that DASH staff was aware of the change that it would be facilitated.
- He highlighted that in the by-laws, the Board is required to nominate its new members within a month of the stockholder's meeting. Josh Baker provided a copy of the job requirements to all members, and the Chairman asked for two members to serve on the nomination committee. They will meet at 5:15 before the April meeting and present the slate as part of the agenda. Steve Klejst and Ian Greaves volunteered, and will provide a report.

#3b –T&ES Directors Report

- Yon Lambert announced that the City approved T&ES to move forward on applications for five SMART SCALE projects: The Landmark Transit Center, the Duke Street Transitway, the Upper King Street Multimodal Improvements, Route 1 South Improvements and the Route 1 at East Glebe Road projects. T&ES will be closely working with VDOT, as they will only be able to submit applications for four. He highlighted that this has been a great source of funding in the past, with over \$150 million being awarded or approved by the state. Mr. Lambert also answered questions regarding the expiration of funds and City responsibility for covering overflow costs.
- He also discussed the coordination between T&ES and DASH staff to draft a \$30,000-\$60,000 grant request from the state to assess the feasibility of a low-income fare program.
- Mr. Baker requested that the Board endorse a staff letter promoting the SMART SCALE projects and its transit benefits that will be sent to T&ES.
- A Motion to Endorse by Kerry Donley and Seconded by Richard Lawrence was made.
 - The motion carried unanimously.

#3c – Other

- Kerry Donley began a discussion about the Potomac Yard Metrorail construction project, noting that work was ongoing, despite challenging negotiations, and that it may be open within the next year-and-a-half.
- Richard Lawrence there will be a presentation at the public hearing on Saturday to integrate Virginia Tech into the North Potomac Yard Phase I Redevelopment Plan, and highlighted that DASH is working closely with Metro and other transit organizations to make sure it is integrated into the area.

Staff Reports

Agenda Item #4 – General Manager’s Report

#4a – Management Report

- Josh Baker provided a high-level report regarding DASH’s ridership trends. He noted that total system ridership is up, and highlighted increased participation in the school ridership program and the success of off-peak senior and disabled discounts.
- He also discussed the promising nature of the mobile app and announced that DASH is going to be seeking a new vendor for mobile ticketing. He answered questions about the transition of data to a new system, and promised updates in coming months.

#4b – Performance Report

- Josh Baker presented the ridership data from July-December 2019 and highlighted the increases on the AT-1 and AT-9 routes, thanks to investments and expansion.

#4c – Operating Report

- Josh Baker presented his operating report, which did not show significant change from the previous year.
- Mr. Donley praised DASH for its consistent, positive gains in ridership and efforts to be creative in its launch of mobile ticketing and other outreach.

#4d – Summary Report

- Mr. Baker discussed the ongoing process of updating the farebox technology on DASH buses. He explained that instead of replacing the existing system on all buses, DASH is waiting for WMATA to install its new technology and is making repairs as needed.
- He also said that the City Council was given an update on the ATV and was given positive feedback. The Eisenhower Avenue project was not mentioned in their discussion. The Chairman praised Martin Barna for his outreach efforts and for answering extensive questions about the project in previous meetings.
- Mr. Baker announced that *Mass Transit* will feature DASH as a cover story and focus on the ATV and ongoing electrification projects.
- He also mentioned that he is in contact with Microsoft’s head of sustainability and has been sharing ideas and discussing the electrification of their employee transit fleet in Seattle.
- He also talked about his ongoing work with the Department of Transportation and the governor’s office to get Volkswagen settlement funding for projects related to the AT-1+ and AT-9 buses. This would involve converting existing buses to electric, which would add to the fleet of upcoming electric buses.
- Mr. Baker also discussed the ongoing efforts to form a DASH advisory committee, which has been well

received by the community, with 15 submissions to date.

Agenda Item #5 - Financial Report

The Director of Finance and Administration, Evan Davis, provided a brief review of his written report, sharing with the board the significant variances and notable accounts in January.

- Mr. Davis explained that the \$177,425 deficit was due to operating costs for enhanced service on the AT-1 PLUS and AT-9 that have not yet been transferred to grant accounts, but that reimbursements should be coming soon.
- He also projected an increase in the budget surplus from December's projected \$122,203 to \$286,318 thanks to a reduced order quantity for farebox upgrade equipment.

Agenda Item #6 – New Business

#6a – Coronavirus (COVID-19) DASH Strategy Briefing

- Josh Baker introduced Stephanie Salzone, DASH's Safety & Security manager, whom he appointed to lead the agency's response to the Coronavirus threat and mitigation strategies.
- She explained that the situation is being closely monitored and that she is in close contact with local, state, and federal health and transportation departments. DASH is taking a proactive approach to ensure the safety of staff and riders, enacting measures recommended by the CDC and the Virginia Department of Health, including:
 - Ordering a bulk amount of personal-sized hand sanitizers as well as disinfectant wipes for the staff working in the field to mitigate exposure.
 - Increasing the number of office cleanings, with an additional crew coming Monday through Friday between 11am and 1pm.
 - Disinfecting the buses nightly, and hiring temporary employees to clean buses as they return from service.
 - Issuing frequent memos to staff to ensure that they are updated on what actions are being taken to reduce their risk of exposure.
 - Encouraging staff to stay home if they are sick, and formulating a policy with Human Resources to adjust policies regarding leave.
- Ms. Salzone answered questions regarding face masks, which are not recommended and are cost prohibitive. She also discussed the challenges of requiring diagnoses to be confirmed with regards to HIPPA laws.
- DASH Assistant General Manager Raymond Mui addressed the potential problem of mass call-outs, saying that the DASH system can tolerate 15-16% absenteeism before reducing service. DASH can also run a Saturday schedule with 50% absenteeism and a Sunday schedule with 70% absenteeism. Currently, the rate of absenteeism has been its usual 8-10%.
- Ms. Salzone also highlighted DASH's efforts to keep the public informed with frequent website updates, social media posts and features on local news outlets.
- Mr. Baker commended Ms. Salzone and DASH staff for their hard work in dealing with the outbreak and informed the Board that a General Manager's Message gone out earlier in the afternoon to the 3,000+ subscribers to DASH's e-Blast system about the infection at the Virginia Theological Seminary and outlining DASH's ongoing response.

#6b – Presentation of FY21 Draft ATC Transit Development

The Director of Planning & Scheduling, Martin Barna, presented a comprehensive draft of the FY21 ATC Transit Development Plan. This is an annual document looking forward six years, which is intended to evaluate service and provide a roadmap for DASH's planning and budget for FY21. It will be further discussed at a public hearing in May, with the goal of being approved in June.

- The program is launching in Summer 2021, and service may remain initially flat except on routes impacted by the 395 Commuter Choice hours.
- It proposes that the AT-4 segment that runs between Braddock Road Metro and City Hall be discontinued due to low ridership and the availability of other bus routes nearby. This will save around \$170,000 annually, and would go into effect in October.
 - There will be a meeting at 6:00pm on Tuesday, March 31 at George Washington Middle School regarding the change, which will also be streamed on Facebook Live.

- DASH service will provide Sunday service on Christmas, Thanksgiving and New Year's Day on all routes starting in 2022.
- There will not be any changes to fare prices.
- DASH is looking to expand its partnership with WMATA on different pass products, which would increase ridership and is not expected to have a negative fiscal impact.
- DASH is also working closely with WMATA to negotiate accepting free transfers. Mr. Barna explained that this would potentially be a fiscal hit, as we get funds from a monthly SmarTrip settlement.
- Mr. Barna brought up potential fare-free days, including Election Day and Air Quality alert days, which was met with support by Board members.
- He also answered questions about the eight new clean diesel buses and the six new electric buses which are expected to arrive this summer.
- Mr. Kaplan proposed changing the public hearing and board meeting date from Wednesday, April 8th to Tuesday, April 7th, as some interested community members may not be able to attend due to a religious holiday. After some discussion by the board which included potential concerns about the Coronavirus and the requirements for public meetings, it was decided that the Board Meeting would be held on April 7th at the DASH Board Room, and that the public hearing would precede the Wednesday, May 10th meeting at City Hall.
- Mr. Donley asked about how the free rides were being factored into the boarding's per revenue hour numbers, and Mr. Barna said the numbers could be broken down to differentiate between paid and free boarding's.

#6c – Presentation of FY21 Final Proposed ATC Operating Budget

The Director of Finance and Administration, Evan Davis, provided an overview of the FY21 Final Proposed ATC Operating Budget.

- The budget will increase by \$1.3 million (5.8%) to account for wage and pay scale increases, as well as cost increases for fuel, repair parts, technology and equipment.
- The budget does not include the I-395 Commuter Choice Grant.
- The City Manager approved the elimination of the AT-4 route, which saved \$170,000.
- The Board praised DASH for including money for employee recognition, which was spent holding a company picnic in the summer and a holiday luncheon in December. The Board also commended DASH management for their work to achieve full staffing.
- Mr. Davis also explained that half of the funding for the ten-year fleet replacement plan has yet to be identified, but assured the Board that no buses will be retired until FY23.
- He also fielded questions about the existing fleet and explained that the older diesel buses would only be used as spares.

#6d – ATC Board Candidate Recruitment Process Briefing/Discussion

Josh Baker gave a high-level review of the ongoing board member recruitment process. He explained that the process has been put in the hands of the marketing team, led by Whitney Cole with the assistance of the Human Resources department. The goal of the process is to reach as many community members as possible in order to seat a diverse board that is better representative of the City's population.

- Ms. Cole outlined the planned initiatives, including postings on the DASH website, Facebook, Twitter, YouTube, and LinkedIn, as well as a press release. There will also be signs posted at DASH bus stops, as well as on-board posters and announcements to ensure that riders know that new members are being sought. The marketing department will also send out e-Blasts to subscribers and place ads in the Zebra, the Gazette, and AlexNow.
- Mr. Baker also informed the Board that the mayor's office and members of the city council will be using their social media accounts to help advertise and that he is planning on reaching out to the Commission for Women, the Commission on Aging and the Commission on Persons with Disabilities to help recruit new members.
- The Chairman and Mr. Donley praised Mr. Baker and Ms. Cole for their efforts.
- The Chairman asked for three Board Members to volunteer to act on a nomination committee. Matt Harris, Jim Kapsis and Jeffrey Bennett all volunteered.

Agenda Item #7 – Next Meeting Date & Adjournment

At this juncture a motion was made to enter Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia.

- Motion to enter an Executive Session was made by Kerry Donley and seconded by Steve Klejst.

*The next regular monthly meeting of the Alexandria Transit Company Board of Directors is Tuesday, April 7th, 2020 at 5:30pm at the DASH Boardroom, @ 3000 Business Center Drive.

Alexandria Transit Company (ATC)
EMERGENCY BOARD OF DIRECTORS MEETING MINUTES
MARCH 19, 2020

An Emergency Meeting of the Board of Directors of the Alexandria Transit Company was held on Thursday, March 19th, 2020 online via Zoom

Board Members Participating: David Kaplan, Kerry Donley, Matt Harris, Ian Greaves, Steve Klejst, Yon Lambert, Richard Lawrence, Jim Kapsis, Jeffrey Bennett, and Lawrence Chambers.

Visitors Participating: Public notice of the meeting was posted on both the DASH and City of Alexandria websites, along with a link so visitors could access the meeting online.

Board Meeting

Item #1 – Call to Order

- The Chairman of the Board thanked the Board for accommodating the meeting, and Lonnie Rich for helping to ensure that necessary service changes could be made. The meeting was called to order at 6:03pm.

Item #2 – Consideration and Approval of Resolution

- Josh Baker presented the proposed actions DASH would take in a written update to the Board. He explained that these adjustments were intended to allow a more flexible and dynamic response to the ongoing Emergency (see Attachment #1), and offered to provide weekly updates to the Board.
- Mr. Baker then expanded on many of the changes that DASH was planning to make, including:
 - Changing the schedule to 'Saturday Enhanced,' which would be a Saturday schedule run on weekdays, with the first buses of the day scheduled to leave at the usual weekday times, in to maintain the span of service.
 - This schedule would require only half of the normal fleet, allowing DASH to primarily use its largest 40-45 buses in order to encourage maximum social distancing, and keep ready in reserve in case decontamination was needed. He also highlighted DASH's safety plan to sanitize buses nightly, and that DASH has an on-call contractor if there is a driver or passenger tests positive for COVID-19.
 - Mr. Baker also discussed the elimination of fares, which was in line with transportation agencies across the country, and would further limit potential exposure to DASH operators. Some of the lost revenue, he explained, would be subsidized by the DRPT, which is dispersing money via a transit stimulus package throughout the Commonwealth.
 - Mr. Kaplan inquired about what benchmark DASH was considering regarding a return to fares. Mr. Baker responded that DASH was in communication with the City and was considering a fare reduction for a period to allow people to get back on their feet.
 - Mr. Donley asked which agencies were still charging fares, and suggested that DASH coordinate with other transit agencies in the area so fares were reintroduced at the same time.
 - Mr. Baker also suggested that DASH move to rear-door boarding. Mr. Kaplan recommended that drivers make sure that all operators were trained to ensure proper alignment for safety reasons. Mr. Baker ensured that signage would be provided and operators would be notified.
- Martin Barna, Director of Planning, provided information regarding ridership. During the first week of March, ridership decreased by 20%, while by the second week of March, it was down almost 50%.
 - In response to a question by Mr. Klejst, about the route-specific drops, Mr. Barna explained that the largest decreases in ridership were on the AT-2 commuter route to Mark Center and the AT-3 to the Pentagon.
- Mr. Chambers asked about the morale in the workforce and the press. Mr. Baker highlighted the proactive outreach to the press, and that most concerns were regarding the potential implications of a shutdown.
- Mr. Harris asked about leave policies, and Mr. Baker explained that DASH has been in contact with the ATU. Mr. Greaves asked about the implications of these policies, and Mr. Baker said that DASH was in line with the City policy, which Mr. Lambert expanded on, highlighting its flexibility.

- Mr. Kapsis asked what the City would do if a driver gets sick, and Mr. Baker explained the protocol for quarantining the driver, engaging the alternate fleet, identifying and isolating the routes and working to adjust.
- At this juncture, a Motion to pass the Resolution was made by Kerry Donley and seconded by Jim Kapsis. The motion passed unanimously.

Item #3 – Next Meeting Date and Adjournment

- Mr. Baker explained that the State legislature was working to get Codes amended in order to allow for online meetings.
- A Motion to Adjourn was made by Mr. Donley and seconded by Mr. Harris. The meeting was adjourned at 6:44pm.



ATC Board Agenda Detail

Item #: 5
Item Title: DASH General Manager's Report
Contact: Josh Baker, General Manager
Board Action: FYI, Discussion

5a Summary: Management Report

Effects of COVID-19 and CARES Act Funding

We all know by now that the effects of COVID-19 on the riding public will be long-lasting. Until there is a widely available and effective vaccine, it is anticipated that DASH will continue to experience extreme ridership deficits. The effect of these ridership challenges have dramatic impacts on ATC's passenger revenue in FY21.

Fortunately for FY20 DASH had been operating with a surplus, in addition the Virginia Department of Rail & Public Transportation allocated special emergency funding to support transit systems with revenue declines. The result of these combined factors, along with immediate and decisive action by management in curtailing all non-essential spending has put DASH in a projected positive position at the end of the fiscal year.

FY 2021, however, is a much more significant challenge to ensure DASH remains in a sustainable position fiscally. Thusly, in preparing FY21 revenue estimates, staff have made the following assumptions based on guidance from the General Manager.

- Expect to remain Fare-free at least through Labor Day: This accounts for anticipated continued social distancing measures and provides an incentivize a return to transit when such stay-at-home orders are lifted. The economy will be in a fragile if not critical state, thusly this plan provides residents some further relief during this economic crisis. Fares would be returning as children go back to school and the pace of travel around the region slowly increases.
- Return to pre-COVID Ridership: In order to budget and plan effectively, with the input of the DASH Management Team, the General Manager's has made the assumption that we may see ridership at 50% of pre-COVID levels by September, gradually and slowly rising throughout the following months to 85% by June 2021. While none of this can be known with any complete certainty, these assumptions do account for the timelines provided by public health officials.
- Remain aware that it is highly possible that there will be a "second wave" and resulting shutdown in the fall. Plan accordingly and maintain reserves to cover these additional losses if necessary.

FOR INFORMATION ONLY: FY2021 Potential DASH Service Reduction Scenarios

The following two service reduction scenarios were developed by DASH staff in early April in anticipation of major budget and revenue decreases in FY 2021 due to the COVID-19 pandemic. **With the introduction of federal funding through the CARES Act, these scenarios are no longer necessary.** The only reduction which remains is the AT-4 segment that was included in the original TDP draft.

Scenario 1 – Moderate Service Reductions (-\$570,000)

Scenario 1 includes moderate service reductions to five (5) different routes that would allow DASH to reduce its subsidy request for FY 2021 by approximately \$570,000:

- **AT 3-4 Loop is eliminated:** due to very low ridership, removing all off-peak service along Russell Road and Cameron Mills Road. The popular AT-3 and AT-4 commuter services from Parkfairfax and North Ridge to the Pentagon would not be impacted, and would provide passengers a suitable alternative.
- **AT-4 route to no longer operate between Braddock Road Metro and City Hall.** All AT-4 passengers affected by this change would still be able to complete their trips with alternate routes or by transferring at Braddock Road Metro. The AT-4 route segment from Braddock Road Metro to the Pentagon via Parkfairfax would not be changed.
- **Elimination of selected weekday evening trips on the AT-6, AT-7 and AT-10.** The last 1-2 weekday trips in each direction on these routes would be discontinued due to low ridership. Eisenhower Avenue, Del Ray and parts of King Street would be negatively affected by this.

Scenario 2 – Major Network Changes & Service Reductions (-\$2,230,000)

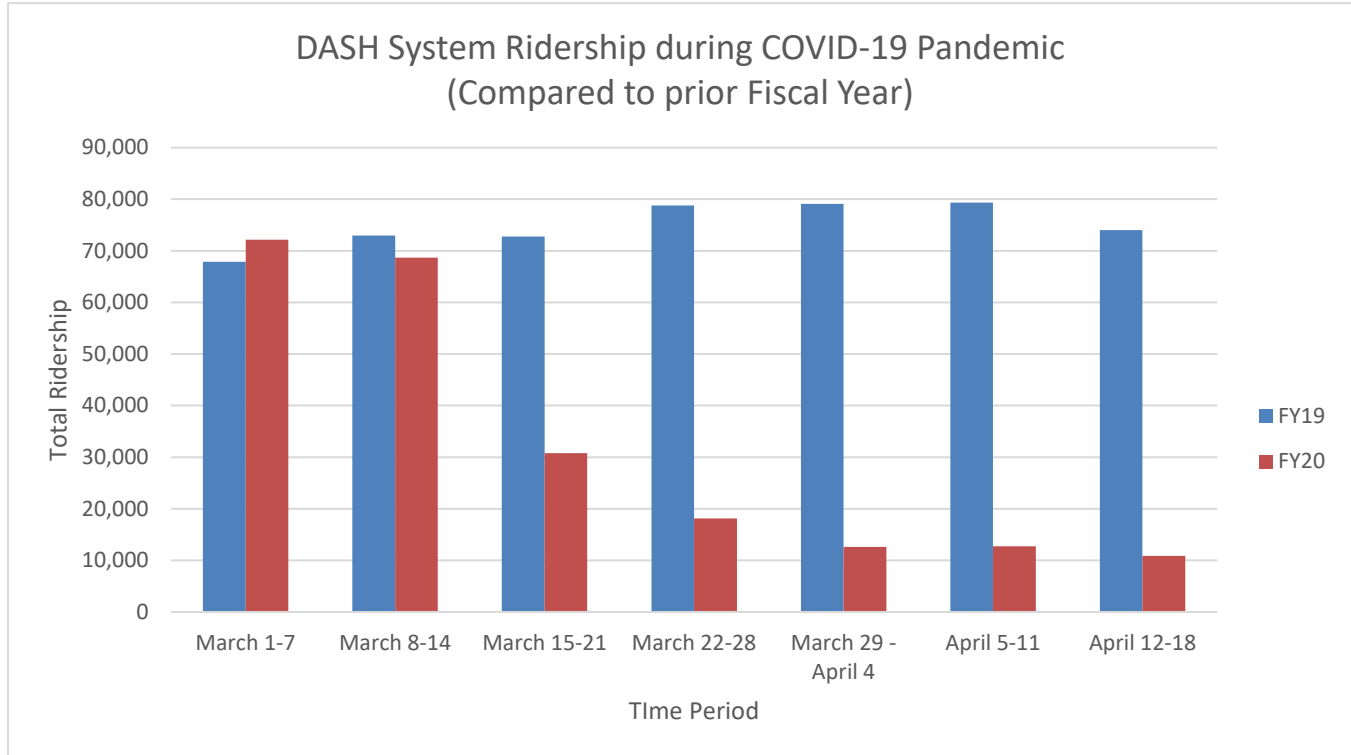
Scenario 2 proposes much more significant route network changes, and a series of more significant service reductions that would allow DASH to reduce its subsidy request for FY 2021 by approximately \$2,230,000:

- **Old Town Bus Network Changes.** Major changes to the route structures of the AT-2, AT-5, AT-6 and AT-7 will capitalize on existing route inefficiencies to allow most of the planned 2022 ATV Network in Old Town to be implemented one year earlier than planned; however, an estimated 125 daily AT-2, AT-5 and AT-7 passengers who currently have a one-seat ride into or out of Old Town will now be required to make less convenient transfers at the King Street Metro.
- **AT 3-4 Loop Discontinued; AT-3 and AT-4 no longer extend into Old Town.** In addition to the AT 3-4 Loop and AT-4 changes from Scenario 1, the AT-3 would no longer operate south of Braddock Road Metro. AT-3 passengers from Hunting Point to Braddock Road Metro would be forced to use the Metrobus 10A/B, or 11Y. AT-3 service to the Pentagon would not be affected.
- **Major reductions to AT-10 weekend service.** AT-10 service to Del Ray, Arlandria and Potomac Yard would be discontinued on Sundays due to low ridership while Saturday service would be reduced to run only once per hour. Existing AT-10 passengers could potentially use the AT-9, or Metrobus 10A/B as alternate routes.
- **Elimination of last 1-2 weekday evening trips on the AT-5, AT-7 and AT-10.**

Once again, DASH is fortunate to not have to consider any of these significant cuts for Fiscal Year 2021 thanks to the Federal CARES Act. No Board Action is required pertaining to these items.

RIDERSHIP:

Regular Ridership Reports are temporarily suspended, the following ridership data pertains specifically to DASH service and ridership levels during the COVID-19 Pandemic.



KING STREET TROLLEY SUSPENDED

On April 1, we shared a DASH created video informing the community that King Street Trolley service was suspended for the first time ever, until further notice. The video is available on the DASH Facebook Page.

STOP THE SPREAD.

DASH VIRTUAL EMPLOYEE TOWN HALL

On April 4, DASH hosted its first virtual employee town hall accessible via Facebook Live and Zoom. The town hall, made available to the public, was conducted to inform employees and answer questions during the pandemic. A recording of the meeting is available on the DASH Facebook Page.



PHYSICAL DISTANCING BUS SEAT SIGNS

On April 13, DASH began urging physical distancing on all buses with signage posted on all buses delineating seating distances for riders.

FOLLOW CDC GUIDELINES
SIGUE LAS GUIAS DEL CDC





COVID-19 SHELTER SHUTTLE

On April 14, DASH shuttled passengers from The Carpenter's Shelter to a new temporary shelter at Charles Houston Recreation Center.



TRANSPORTING FOOD DONATIONS

On April 24 & 25, DASH partnered with the City of Alexandria & ALIVE 4 Alexandria to keep Alexandria fed during the COVID-19 pandemic. We transported 2,000 bags of food for a food drive at John Adams Elementary School and Cora Kelly School for Math, Science and Technology.



TRANSIT DEVELOPMENT PLAN VIRTUAL COMMUNITY MEETING

On April 29, DASH hosted its first virtual community meeting. The meeting took place to discuss potential FY21 Transit Development Plan service changes.

DASHING WORDS IN MOTION

To celebrate National Poetry Month during April, the Alexandria Office of Arts and DASH teamed up to showcase poets on DASH buses and social media.

ATC Board Agenda Detail

Item #: 6
Item Title: Financial Report & FY 2021 Budget
Contact: Evan Davis, Director of Finance & Administration



Alexandria Transit Company (DASH) Special COVID-19 Financial Update

Revenue Gap

Following the assumptions outlined by the General Manager, **we forecast a baseline total FY21 revenue gap of \$2,892,759.** This is comprised of three distinct factors:

1. **City Subsidy Reduction: \$400,000**

The City Manager has proposed a \$400,000 cut to the regular subsidy as part of overall adjustments to the City's budget to close the Citywide gap opened by COVID-19.

2. **Passenger Revenue: \$2,076,000**

The FY21 passenger revenue forecast based upon the assumptions above comes to \$1,948,000, which is \$2,076,000 lower than the original forecast of \$4,024,000 in the previously proposed budget.

3. **AT2X Mark Center Express Contract Revenue: \$416,759**

Contract revenue from the Department of Defense is reduced proportionally with the amount of service being operated. While we are still anticipating a final number, the amount above is a 50% reduction of the expected FY21 contract value. Given the degree of uncertainty regarding a potential return of the virus this fall and winter, staff believe this forecast is appropriately conservative.

Potential Service Cuts

The only way to accommodate a revenue loss of nearly \$3 million would be through extensive service cuts impacting most riders. This would correspond to **Scenario 2 outlined in General Managers report above**, with additional cuts not contemplated there (it was initially prepared to meet a lower revenue loss).

CARES Act Funding

The Federal CARES Act relief bill includes \$25 billion for transit, of which about \$877 million has been allocated to WMATA using existing formulas.

Due to the WMATA Compact, regional transit agencies including DASH, ART, Fairfax Connector, and Ride On are not formula recipients, are not eligible, and therefore are technically not able to receive any of this funding. It is important to note that **even if DASH were federalized, we still would not be eligible for formula funding.** WMATA is the direct recipient of all FTA 5307 funding for the Washington, DC urbanized area.

Understanding that the intent of the CARES act legislation is to prevent transit service cuts and job losses, WMATA worked with regional jurisdictions and NVTC to develop a way to share \$109 million of its portion. **Alexandria will now receive \$6,103,404 as a credit to its FY21 first quarter WMATA subsidy payment, which is due July 1.**

By providing this funding as a "subsidy credit", WMATA has shielded local jurisdictions and transit providers from FTA regulations, and enabled a rapid solution to the significant revenue deficits projected. NVTC is designated as the responsible entity tasked with ensuring that Virginia funds are being used consistently with the intent of the law. These intentions are clearly to mitigate the effects of COVID-19 and to preserve transit service and jobs which otherwise would have been lost. At this time there is no formal grant reporting outlined, however we anticipate them and are prepared to demonstrate how the funding has prevented such cuts.

While Alexandria's CARES Act apportionment will prevent any service cuts in FY21 due to COVID-19 ridership losses and subsidy reductions; the planned AT-4 route segment reduction will remain in effect as this was part of the City Manager's original proposed budget.

The CARES Act funding has no expiration date, therefore any amounts remaining may be used if actual revenue proves lower than this forecast; or if the effects of the pandemic last into FY22 (beyond June 2021). It may also be used to support needs related to the City's DOT paratransit service if so desired. Any funding which Alexandria cannot use to maintain transit service or as a part of the COVID-19 mitigation, may be re-allocated to meet needs in other jurisdictions, however no timeline has been set for such a determination.

In summary, barring any unforeseen changes to these arrangements, DASH is able to:

1. Avert any non-planned service cuts or reductions in workforce
2. Maintain the proposed budget for FY21, which includes the previously planned AT-4 route segment reduction
3. If necessary, sustain reduced or no fares for a significant portion of FY21
4. Maintain enhanced cleaning and sanitizing procedures through FY21

Operating Budget Summary

With CARES Act funding in place, the FY21 ATC General Manager's Proposed Budget remains essentially the same. The primary difference is that passenger revenue is replaced by additional transfers from the City made possible by CARES Act savings, which is a result of the City's WMATA contribution reduction. Staff are still working out the mechanics of these changes with OMB, Finance, and other City staff. **The budget presented below is nearly identical to the one presented to the Board in March, with the CARES Act revenue identified in place of other forecasted revenue losses.** Small adjustments have been made between line items to reflect revised cost estimates.

The FY21 operating budget increases roughly \$1.3 million (5.8%) over the FY20 operating budget. This budget accounts for regular wage increases in keeping with the collective bargaining agreement and other pay scales as well as cost increases for fuel, repair parts, technology, and equipment.

EXPENDITURES	FY 2021 Budget		FY 2020 Budget		Change	% Change
Personnel	18,326,150	79.3%	17,342,168	79.5%	983,982	5.7%
Non-Personnel	4,580,050	19.8%	4,314,512	19.8%	265,538	6.2%
Capital Outlay	190,000	0.8%	165,000	0.8%	25,000	15.2%
TOTAL	23,096,200		21,821,680		1,274,520	5.8%

REVENUES	FY 2021 Budget		FY 2020 Budget		Change	% Change
City Contribution Operating	16,686,497	72.2%	15,994,985	73.3%	691,512	4.3%
City Contribution Trolley	1,037,185	4.5%	997,293	4.6%	39,892	4.0%
CARES Act Funding	2,892,759	12.5%	-	0.0%	2,892,759	n/a
Passenger Revenue	1,948,000	8.4%	3,812,832	17.5%	(1,864,832)	-48.9%
Supported Routes & Charters	476,759	2.1%	961,570	4.4%	(484,811)	-50.4%
Miscellaneous Revenue	55,000	0.2%	55,000	0.3%	-	0.0%
TOTAL	23,096,200		21,821,680		1,274,520	5.8%

As in FY20, roughly 80% of budgeted expenditures are for personnel. **With the CARES Act funding, nearly 90% of revenue consists of support from the City of Alexandria operating budget.**

I-395 Commuter Choice Grant NOT INCLUDED in Operating Budget: Budget increases do not reflect grant revenues and project costs for service improvements on the AT-1 Plus and AT-9 funded by the I-395 Commuter Choice Program. This is considered a separate grant project and is managed accordingly. The grant budget is just under \$5 million in total over 20 months from October 2019 through June 2021.

Highlights of the FY 2021 Operating Budget include:

- 5.7% overall personnel increase, including:
 - Regular step increases for all personnel, with an additional 1.5% increase in the entire scale for union personnel (Bus Operators) per the CBA
 - Expected benefit rate increases averaging about 5% across providers
- 6.2% increase in non-personnel, reflecting forecast for diesel fuel, repair parts, technology, and services
- \$25,000 increase in capital outlay to maintain regular heavy-duty maintenance equipment replacement schedule
- Note that decreases from FY20 projected actual spending to the FY21 proposed budget are due to the one-time Blue Line Shuttle operation from July-September 2019, which supported WMATA's Platform Improvement Project

AT-4 Route Segment Elimination

The City Manager did exercise ATC's proposed \$170,000 reduction option to eliminate the AT-4 route segment between Braddock Road Metro Station and City Hall. Staff estimate that only 15 daily riders on average currently travel from Central Alexandria through Braddock Road Metro Station to Old Town on the AT-4. These riders will be able to transfer to the AT-2, AT-3, or AT-8 to continue their trips. This route change is proposed to be implemented by October 2020. More detailed discussion is presented in Section 5.1 of the FY 2021 – FY 2026 Transit Development Plan (TDP).

ATC Board Agenda Detail**Item #:** 6a**Item Title:** Balance Sheet**Contact:** Evan Davis, Director of Finance & Administration**ALEXANDRIA TRANSIT COMPANY**
Balance Sheet as of March 31, 2020**ASSETS**

Cash - City of Alexandria Pooled	\$	-
Cash - Payroll Account		18,108
Receivables		1,532,914
Prepaid Expenditures		393,000
Parts and Supplies Inventory		682,145
Capital Assets		56,574,240
Less: Accumulated Depreciation		(25,453,160)
TOTAL ASSETS	\$	33,747,247

LIABILITIES

Accounts Payable	\$	148,047
Payroll Liabilities		37,272
Accrued Vacation		771,773
Due to Other Funds (Negative Cash Position)		1,282,819
Total Liabilities	\$	2,239,911

NET POSITION

Net Investment in Capital Assets	\$	31,121,080
Unrestricted		386,256
Total Net Position	\$	31,507,336

TOTAL LIABILITIES AND NET POSITION	\$	33,747,247
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This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

ATC Board Agenda Detail**Item #:** 6b**Item Title:** Summary Income Statement**Contact:** Evan Davis, Director of Finance & Administration**ALEXANDRIA TRANSIT COMPANY****Summary Income Statement for the Nine Months Ended March 31, 2020**

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	747,972	747,972	-
DASH Passenger Revenue	2,596,164	2,855,871	(259,707)
DASH AT2X Mark Center Charter	606,933	606,933	-
DASH Other Charter Revenue	3,390,931	2,617,875	773,056
Miscellaneous Revenue	128,726	45,000	83,726
Total Operating Revenue	7,470,726	6,873,651	597,075
City Contribution - Regular Subsidy	11,996,244	11,996,244	-
Total Revenue	19,466,970	18,869,895	597,075
EXPENDITURES:			
Operations	11,350,266	11,257,614	(92,652)
Maintenance	4,097,975	4,101,831	3,856
Administration	3,109,995	3,366,450	256,455
Capital Outlay	60,113	144,000	83,887
Total Expenditures	18,618,349	18,869,895	251,546
GRANT ACTIVITY:			
I-395 Commuter Choice Grants	1,187,816	-	-
State Grants	57,072	-	-
Local Match on State Grants	14,269	-	-
Grant Expenditures	(1,259,157)	-	-
Total Grant Activity	-	-	-
Net Surplus (Deficit)	848,621	-	848,621

This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

ATC Board Agenda Detail

Item #: 6c

Item Title: Budget vs. Actual Report

Contact: Evan Davis, Director of Finance & Administration



Alexandria Transit Company (DASH)									
Budget vs. Actual Report for the Nine Months Ended March 31, 2020									
Includes Full Projection of COVID-19 Revenue Losses									
Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2020 Projected	FY2020 Annual Budget	Projected Year End Variance
REVENUE									
City Contribution - King Street Trolley	83,108	83,108	-	747,972	747,972	-	997,293	997,293	-
DASH Passenger Revenue	187,756	317,319	(129,563)	2,596,164	2,855,871	(259,707)	2,550,524	3,807,832	(1,257,308)
DASH AT2X Mark Center Charter	67,437	67,437	-	606,933	606,933	-	606,933	809,241	(202,308)
DASH Other Charter Revenue	1,850	290,875	(289,025)	3,390,931	2,617,875	773,056	3,390,932	3,490,504	(99,572)
Miscellaneous Revenue	13,467	5,000	8,467	128,726	45,000	83,726	649,027	60,000	589,027
TOTAL OPERATING REVENUE	353,618	763,739	(410,121)	7,470,726	6,873,651	597,075	8,194,709	9,164,870	(970,161)
City Contribution - Regular Subsidy	1,332,916	1,332,916	-	11,996,244	11,996,244	-	15,994,985	15,994,985	-
TOTAL REVENUE	1,686,534	2,096,655	(410,121)	19,466,970	18,869,895	597,075	24,189,694	25,159,855	(970,161)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	827,770	948,379	120,609	8,617,049	8,535,411	(81,638)	10,886,601	11,380,573	493,972
Fringe Benefits - O	154,481	144,789	(9,692)	1,314,527	1,303,101	(11,426)	1,781,288	1,737,450	(43,838)
Payroll Taxes - O	62,117	73,250	11,133	671,865	659,250	(12,615)	863,049	879,000	15,952
Retirement Contributions - O	59,737	69,208	9,471	594,936	622,872	27,936	772,812	830,500	57,688
Total Operations Labor	1,104,105	1,235,626	131,521	11,198,377	11,120,634	(77,743)	14,303,750	14,827,523	523,774
Operator Recruitment and Training	3,958	3,499	(459)	29,006	31,491	2,485	34,601	42,000	7,399
Operating Materials and Supplies	2,608	10,333	7,725	116,678	92,997	(23,681)	120,695	124,000	3,305
Training and Travel - O	490	1,388	898	6,205	12,492	6,287	6,205	16,650	10,445
TOTAL OPERATIONS EXPENDITURES	1,111,161	1,250,846	139,685	11,350,266	11,257,614	(92,652)	14,465,251	15,010,173	544,923
MAINTENANCE									
Wages - M	162,271	165,000	2,729	1,517,952	1,485,000	(32,952)	2,135,493	1,980,000	(155,493)
Fringe Benefits - M	23,551	24,484	933	217,158	220,356	3,198	288,779	293,800	5,021
Payroll Taxes - M	12,441	13,917	1,476	115,180	125,253	10,073	162,949	167,000	4,051
Retirement Contributions - M	13,048	13,750	702	116,223	123,750	7,527	163,672	165,000	1,328
Total Maintenance Labor	211,311	217,151	5,840	1,966,513	1,954,359	(12,154)	2,750,893	2,605,800	(145,093)
Fuel & Lubricants	59,697	112,375	52,678	957,266	1,011,375	54,109	1,148,263	1,348,500	200,237
Repair Parts	57,641	54,167	(3,474)	497,804	487,503	(10,301)	654,405	650,000	(4,405)
Tires	14,844	11,333	(3,511)	108,257	101,997	(6,260)	114,258	136,000	21,742
Vehicle Maintenance Service	(2,180)	19,334	21,514	218,959	174,006	(44,953)	233,840	232,000	(1,840)
Laundry	2,609	3,000	391	25,577	27,000	1,423	36,278	36,000	(278)
Tools and Equipment	240	1,150	910	8,620	10,350	1,730	10,720	13,800	3,080
Building Maintenance	39,193	36,207	(2,986)	308,874	325,863	16,989	425,780	434,500	8,720
Training and Travel - M	-	1,042	1,042	6,105	9,378	3,273	6,105	12,500	6,395
TOTAL MAINTENANCE EXPENDITURES	383,355	455,759	72,404	4,097,975	4,101,831	3,856	5,380,542	5,469,100	88,558
ADMINISTRATION									
Wages - A	119,953	117,253	(2,700)	1,045,873	1,055,277	9,404	1,468,238	1,407,050	(61,188)
Fringe Benefits - A	16,423	16,062	(361)	150,712	144,558	(6,154)	199,209	192,745	(6,464)
Payroll Taxes - A	9,046	9,000	(46)	78,670	81,000	2,330	110,469	108,000	(2,469)
Retirement Contributions - A	8,668	9,125	457	71,675	82,125	10,450	105,580	109,500	3,920
Total Administrative Labor	154,090	151,440	(2,650)	1,346,930	1,362,960	16,030	1,883,496	1,817,295	(66,201)
Insurance	57,624	60,167	2,543	548,545	541,503	(7,042)	721,414	722,000	586
Professional Services	89,863	86,995	(2,868)	696,101	782,955	86,854	940,299	1,043,935	103,636
Utilities	28,667	19,825	(8,842)	187,431	178,425	(9,006)	242,752	237,900	(4,852)
Printing & Advertising	1,538	7,438	5,900	60,191	66,942	6,751	71,092	89,250	18,158
Telecommunications	8,640	8,083	(557)	74,574	72,747	(1,827)	101,574	97,000	(4,574)
Training, Travel, Events - A	628	7,084	6,456	50,778	63,756	12,978	51,280	85,000	33,720
Office Equipment and Supplies	87,587	6,685	(80,902)	123,869	60,165	(63,704)	75,116	80,200	5,084
Dues and Subscriptions	486	1,062	576	7,307	9,558	2,251	8,767	12,750	3,983
Grant Local Match	-	25,271	25,271	14,269	227,439	213,170	70,544	303,252	232,708
TOTAL ADMINISTRATIVE EXPENDITURES	429,123	374,050	(55,073)	3,109,995	3,366,450	256,455	4,166,334	4,488,582	322,248
TOTAL OPERATING EXPENDITURES	1,923,639	2,080,655	157,016	18,558,236	18,725,895	167,659	24,012,127	24,967,855	955,728
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	-	-	-	-	-	-	-	-
Maintenance Equipment	(92,486)	10,333	102,819	60,113	92,997	32,884	100,454	124,000	23,546
Other Equipment Investments	-	5,667	5,667	-	51,003	51,003	67,092	68,000	908
TOTAL CAPITAL OUTLAYS (non-CIP)	(92,486)	16,000	108,486	60,113	144,000	83,887	167,546	192,000	24,454
NET SURPLUS (DEFICIT)	(144,619)	-	(144,619)	848,621	-	848,621	10,021	-	10,021

ATC Board Agenda Detail

Item #: 7
Item Title: Officers Nominating Committee Report & Recommendation
Contact: Ian Greaves



OFFICERS

As proposed by the Nominating Committee.

Joshua Baker President

3000 Business Center Drive
Alexandria, VA 22314
703-746-5642 (O)
540-779-1242 (C)
Josh.Baker@alexandriava.gov

Hillary Orr City's T&ES Designee

301 King St, Rm 4100
Alexandria, VA 22314
703-746-4140 (O)
Hillary.Orr@alexandriava.gov

David Kaplan Chairman

418 Queen Street
Alexandria, VA 22314
(202) 502-8813 (O)
703-535-3189 (H)
Ellisranger@yahoo.com

Stephen Klejst Vice Chairman

4914 Waple Lane
Alexandria, VA 22304
908-907-3753 (H)
SJKlejst@comcast.net

Evan Davis Treasurer

3000 Business Center Drive
Alexandria, VA 22314
703-746-5643 (O)
703-615-8378 (C)
Evan.Davis@alexandriava.gov

Lonnie Rich General Counsel

500 Montgomery Street, Suite 600
Alexandria, VA 22314
571-255-7532 (O)
LCRich@RRBMDK.com

Kelly McGarey Secretary

3000 Business Center Drive
Alexandria, VA 22314
703-746-5637 (O)
Kelly.McGarey@alexandriava.gov

STAFF TO BOARD OF DIRECTORS

Joshua Baker CEO/General Manager
3000 Business Center Drive
Alexandria, VA 22314
703-746-5642 (O)
540-779-1242 (C)
Josh.Baker@alexandriava.gov

ATC Board Agenda Detail**Item #:** 8**Item Title:** Next Meetings, Meeting Schedule and Adjournment**Consideration of Future Meetings:**

The City Attorney's office has issued the following guidance based on direction from City Council pertaining to the meetings of Boards and Commissions:

"On Tuesday, the City Council discussed the approach they would like the City to take with regard to having virtual meetings and made a decision that we should continue to discourage most meetings of boards and commissions except certain key meetings that are either required to address the emergency, for the continuity of government, or to allow applications submitted to the city to be processed. While the General Assembly did provide additional authority for public bodies to meet, the virtual meetings require public outreach and technology requirements that take significant resources. Therefore, City Council has provided the following guidance. Given the uncertainty of the pandemic's impact and length, the situation will be reassessed on an ongoing basis to determine if any changes to the below plan are warranted. Please note that this guidance pertains to City Boards and Commissions, not regional Boards and Commissions..."

(...unrelated text not included)

Boards and Commissions:

Generally, most boards and commissions are encouraged to cancel meetings through July. If a board or commission has a topic that it believes needs to be discussed before the Fall, the chair or staff liaison can submit the request to the City Attorney and the City Manager to determine if it is necessary to address the emergency, for the continuity of government, or for another reason that merits the necessary resources to conduct the meeting..."

Although DASH does not operate as a City Board or Commission (it is independent) the General Manager is recommending that the Board generally follow the guidance issued by City Council and the City Manager's office.

The DASH Board ultimately decides meeting dates and times, thusly the General Manager is making the following recommendations for consideration by the Board:

1. CANCEL the Special Meeting originally proposed Wednesday, May 27, 2020 at 5:30 p.m. (via Zoom) unless it is determined prior to that date a meeting is necessary for continuity of service or in response to the COVID-19 crisis.
2. SCHEDULE a Regular Meeting: Wednesday, June 17, 2020 at 5:30 p.m. (via Zoom) in order to approve the final budget and TDP. This action is necessary for the continuance of DASH services.
3. RECESS until Fall – *General Manager will continue to provide updates via briefings as needed*
4. SCHEDULE the next Regular Meeting of the ATC Board for September 9, 2020 (at the DASH facility which is also broadcast via Zoom and Facebook Live)

Should it become necessary for the Board to convene for any matters of immediate urgency, the Chair may call such a meeting in accordance with the By-Laws.

Consider Adjournment